



TRAINING

REFUSE
DISPOSAL
DIVISION

STANDARD ENVIRONMENTAL OPERATING PROCEDURE RDD-SEOP 4.4.2

1.0 PURPOSE AND SCOPE

- 1.1 The purpose of this procedure is to ensure that the Refuse Disposal Division (RDD) is provided with minimum requirements for identifying, conducting and documenting Environmental Management System (EMS) training for RDD staff whose work may create significant impacts upon the environment.
- 1.2 This procedure describes a process that allows the RDD to invoke training methods and requirements which are commensurate with the environmental responsibilities and potential environmental impacts associated with individual job assignments.
- 1.3 Provisions are also made for conducting Environmental Management System (EMS) refresher training on an annual basis or as necessary to maintain proficiency with regard to individual environmental responsibilities.

2.0 DEFINITIONS

- 2.1 ***EMS Training*** is defined as the process of providing instruction to RDD personnel with the intention of imparting an understanding of the RDD's environmental policies and practices thereby achieving and maintaining proficiency in the performance of the RDD EMS.

3.0 RESPONSIBILITY AND AUTHORITY

- 3.1 Deputy Director, RDD – The Deputy Director or his/her designee is responsible for reviewing and approving EMS training within the Division. He/She is also responsible for ensuring that the required EMS training is completed as scheduled.
- 3.2 Environmental Management Representative (EMR) - The EMR, in conjunction with the Section Managers, is responsible for selecting EMS training methods and requirements for individual job functions that are appropriate for (1) the level of detail provided in the EMS, its supporting Standard Environmental Operating Procedures (SEOP's) and other documents, (2) the amount and type of previous EMS training and experience possessed by the personnel to be trained, (3) the likelihood or criticality of the potential environmental impacts associated with a particular job function.
- 3.3 Section Managers - When requested, Section Managers shall assist the EMR in determining appropriate training requirements for their staff, as well as provide section-specific training opportunities. They will notify the EMR of their employees' availability who in turn will coordinate with each Section Manager to schedule and complete the required training.

4.0 PROCEDURE

- 4.1 The EMS training requirements for staff members shall be commensurate with the environmental aspects or potential environmental impacts associated with their job functions and responsibilities.
- 4.2 The EMR shall select the minimum EMS training requirements and methods that are appropriate, given the potential environmental aspects or impacts associated with the RDD's operations. The EMR may select from a variety of training methods to fulfill this requirement. The EMR and Section Managers/Subject Matter Experts will develop the content for the various training methods. Such methods may be applied individually or in combination and are described as follows:

Reading-Training: Reading-training methods involve the distribution of required reading materials. Recipients are responsible for completing the requested reading assignments. The EMR shall provide training materials on the RDD website including the environmental policy, summary of RDD's environmental management program, RDD-SEOP's, SOPs, and the RDD EMS Manual. Personnel, whose functions require a detailed understanding of the EMS Manual, specific RDD-SEOPs, or any of the other controlled documents which comprise the EMS, may be distributed controlled copies in compliance with Section 4.5 of the EMS Manual.

Training Meetings: Training meetings may be held by or at the direction of the EMR and affected Section Managers to provide a more detailed understanding of the requirements of the EMS. Training meetings may be held on an as-needed basis. The amount of information provided and the training documentation or visual aids used in such meetings shall be established by the EMR on a case-by-case basis and will vary with the complexity of the subject, and the level of experience of the trainees. Attendance sheets shall be distributed at all such meetings, filled out and then forwarded to the EMR and/or Section Manager as required.

On-the-Job Training: At the discretion of the EMR, on-the-job training may be provided by individual Section Managers or other facility personnel, provided that the responsible Section Manager has no objection and that such individuals have themselves received the necessary training in the pertinent subject matter. All on-the-job training sessions shall be documented and stored within the appropriate section or forwarded to the EMR.

- 4.3 Minimum training requirements shall be defined as annual EMS awareness training for all employees, and any special training requirements (e.g., operator training or EMS auditor training required by SEOP 4.5.4 "Internal Audits") deemed necessary by the EMR and/or the employee's Section Manager.

- 4.4 The EMR shall post to the EMS website an annual training schedule in the form of an EMS calendar which will stipulate the required EMS training subject matter and timeframes for completion.
- 4.5 To document compliance with this SEOP, a copy of the completed EMS training attendance sheets will be retained by the EMR or Section Manager conducting the training. The RDD Deputy Director will compare training received with the training required to ensure that training goals are met.

5.0 REFERENCES

EMS Manual Section: 4.4.2 Training
RDD SEOP 4.5.3 "Records"
RDD SEOP 4.4.5 "Document Control"
RDD SEOP 4.5.4 "Internal Audits"

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The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a "Controlled Copy" stamp (in red) and RDD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.